



ISIS HR Quick Tips

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Salary Reporting for Nine (9) and Ten (10) Month Employees in ISIS HR

*How can I correctly report annual salaries of Nine (9) and Ten (10) month
employees in ISIS HR?*

9 and 10 month employees' annual salaries can appear inflated in ISIS HR if the Employee Subgroup for their position is not maintained correctly in the system. These employees are most often educational staff, such as Instructors and Adjunct Faculty. Reporting annual salaries for 9 and 10 month employees correctly in ISIS HR involves maintenance of the positions in Organizational Management and the employees' Basic Pay records (IT0008). Since these employees are only working 9 or 10 months versus 12 months; their annual salaries must be calculated over 18 or 20 pay periods instead of 26 pay periods.

ISIS HR automatically calculates the annual salary of an employee once their biweekly or hourly pay is recorded on the Basic Pay screen. To ensure that this calculation is correct, agencies must verify that the position has an Employee Subgroup (ESG) that begins with 9 or 10 Mo (i.e 9 Mo Ex Unclass, 9 Mo NE Unclass, etc.) in Organizational Management. In PO13: Maintain Position' or 'PPOME: Organization and Staffing Change,' this can be done on the Employee Group/Subgroup tab. For assistance with maintenance in PO13, see the [ISIS HR Help Script – Create Position Hierarchy Assignments](#), step 12. For additional information on how this is done in PPOME, please see the [ISIS HR Help Script – Create in PPOME](#), step 61. If the information is corrected, the last PA40 action for the employee must be re-executed, see the [ISIS HR Help Script – Re-execute Incomplete Action](#).

Questions? Call the HRIS Program Consultant at (225) 219-9439